	APOLLO HOSPITALS, SECUNDERABAD	AAC – 04a
		Issue: C
	Policy for Initial Assessment (OPD)	Date: 06-01-2017
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PREPARED BY: Dy. Medical Superintendent		APPROVED BY: Chief Executive Officer

1. Purpose:

To standardize the process for initial assessment at the outpatient department

2. Definitions:

- a. **OPD:** Out Patient Department

3. Distribution:

Outpatient Department, Front office staff & Executives, OPD nursing staff

4. Responsibilities:


OPD Nursing staff, Casualty Medical Officer, Junior Residents & Consultants

5. Policy:

Patient assessment at our hospital is an ongoing process that begins before the patient is admitted and continues throughout the care process

- a. Initial assessment of the OP patient is carried out in the OPD within 30 minutes of the patient presenting at our OPD, any delay in the initial assessment is informed to the patient/attendant concerned.
- b. For Patients who are with critical conditions or with exacerbated symptoms, the patient is transferred to casualty and the initial assessment is carried out in the casualty.
- c. Information generated through analysis of assessment information is integrated to identify and prioritize an individualized plan of care for each OP patient.

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QUALITY DEPARTMENT**

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- d. The OP registration form is filled by the patient, the form contains all demographic details to register the patient for further care.

6. Procedures:

- a. The following details are considered in the initial assessment by the consultant/Junior Resident/Casualty Medical Officer
- i. Present Complaint/ Symptoms
 - ii. Medical History
 - iii. Allergies If Any
 - iv. Family History
 - v. Vital Signs
 - vi. Physical Examination
 - vii. Nutritional screening